

# Te Rau o te Tika

## Justice System Kaupapa Inquiry

### Reimbursement for Tūāpapa o Te Tika events



#### When to use this form

Fill in this form to request the reimbursement of costs for attending a Tūāpapa event as part of the Waitangi Tribunal's Justice System Kaupapa Inquiry (Wai 3060).

This form is to be completed to request reimbursement of costs for a:

- claimant who has asked to participate in Wai 3060
- member of a claimant group or support persons. Up to three members of a claimant group and a total of up to three support people for the claimant group could be funded.

*Groups or individuals with 'interested party' status by the Tribunal are not eligible for this funding to attend the Tribunal events.*

#### Completing this form

- One form is to be completed for each person who is claiming reimbursement.
- You'll find a blank page at the back of this form if you need more space to fill in your answers.
- A fully complete form, documentation and evidence is required before the claim will be assessed and processed for payment.
- Please supply copies of any evidence as originals will not be returned.

#### We can make and pay for travel and accommodation bookings for you

- If you would like the Ministry of Justice to make and pay for travel and accommodation bookings for you to attend the Tūāpapa events, please contact:
- **Email:**  
claimantfunding@justice.govt.nz
- **Call:** 0800 268 787 and tell them you want travel support for the justice kaupapa inquiry
- **Text:** 027 361 2236

**Need help?** If you have any questions about what you can claim for please **call** 0800 268 787, **text** 027 361 2236 or **email** us at ClaimantFunding@justice.govt.nz

## Tūāpapa event details

Fill in the details of the Tūāpapa event attended:

Where was the Tūāpapa event you attended?

Date event was held

DD / MM / YYYY

## Claimant details

Fill in the details of the person you are claiming reimbursement for:

Role in attending  
Tūāpapa event

Are you:

- ☐ A named claimant for a WAI claim, who has asked to be included in Wai 3060
- ☐ Member of a claimant group who has asked to be included in Wai 3060
- ☐ Support person for a claimant/or claimant group who has asked to be included in Wai 3060

Claimant Wai  
Number

Wai number of your claim, or claimant group

Lawyer  
representing the  
claim

First

Surname

Law firm  
representing the  
claim

Name of Law firm

Claimant/support  
person's name

First

Middle

Surname

Previously  
known as

Any former legal name or maiden name

Address

No.

Street

Suburb

City

State (if outside NZ)

Country

Post code

Phone

Cell

Home

Email

Example@example.com

Are you a law  
firm filling out  
this form on  
behalf of a  
client?

☐

Yes

☐

No

## Fill in the details of the person receiving payment:

Has the person received payment from the Ministry for a previous reimbursement in the Justice System Kaupapa Inquiry (Wai 3060)?

☐

Yes

☐

No

*If the person is GST registered please complete Appendix A: GST Registered New Creditor Form, alternatively continue with this section.*

Person's name

Bank name

Bank account number for reimbursement:

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### Attach supporting documents

Attach bank account verification and evidence of specified costs being claimed. Bank account verification could be a screenshot of your details from your online banking app or a recent bank statement.

*Bank account verification must include bank logo, account name and account number*

## Privacy Statement

We collect personal information from you; including your name, contact and billing or purchase details. We collect this so we have all the information we need to process your application. We will use this information only for the purpose of processing your claim for reimbursement and will destroy it when it is no longer needed.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at 0800 268 787.

## Costs being claimed

Fill in one row per invoice or cost type with the details of the costs being claimed for reimbursement.

Please see the factsheet on *Funding for claimants to attend Tūāpapa o Te Tika events* for further information on the costs that can be claimed, the evidence required, and who can claim these costs.

Cost type	Date cost incurred	Additional information	Amount claimed Incl GST (\$)
<i>Travel – Mileage</i>	<i>18/07/2022</i>	<i>15 Km Mileage (15x0.95=14.25)</i>	\$ 14.25
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total:</b>			<b>\$</b>

When completing the table above the possible cost type and additional information required may include:

- Accommodation - *let us know the type of accommodation and number of nights spent*
- Meals - *let us know if breakfast, lunch, or dinner*
- Personal vehicle mileage - *let us know where your journey started and ended, and the amount of km travelled for mileage and the total cost (using the following calculation, km travelled x 0.95 = total cost*
- Transport - *let us know where your journey started and ended, and if your costs are airfare, bus, car rental, ferry, parking, taxis or train costs*

If you have any questions about what you can claim for please email us at [ClaimantFunding@justice.govt.nz](mailto:ClaimantFunding@justice.govt.nz), call 0800 268 787, or text 027 361 2236 and we will do our best to answer them.

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## Do a quick check

### Before sending in this form – check:

☐ Have you given us all details required in this form?



Have you attached copies of any documents and supporting evidence?

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## Sign and date this form (either electronically or handwriting)

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Signature

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Date

This claim form must be signed by the person claiming reimbursement. In signing this claim form, you are certifying that the information is a true and correct record.

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## Send in this form

You can fill in this form online and email it to **ClaimantFunding@justice.govt.nz**, or post to:

Te Tāhū o te Ture – Ministry of Justice

Crown Response to Justice System Kaupapa Inquiry

DX SX 10088

Wellington

New Zealand

### Additional information for costs being claimed

If needed use this additional space to fill in further information relating to the costs being claimed

[illegible]

# Appendix A: GST Registered New Creditor Form

Fill in the details of the person this claim is being made for if the person is GST registered:

*Leave this section blank if the person is not GST registered.*

## Contact details

Full name	First	Middle	Surname
Previously known as	Any former legal name or maiden name		
Type	<input type="checkbox"/> Individual / Sole Trader <input type="checkbox"/> Trust <input type="checkbox"/> Registered Company <input type="checkbox"/> Other		
GST Number	<div></div>	<div></div>	<div></div>
NZBN	<div></div>		
	If Registered Company this information at the following site <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a>		
Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code
Phone	Cell	Home	
Email	example@example.com		

## Payment details

*Please attach a copy of bank deposit slip or similar proof of bank account including Bank logo, account name and account number. We will accept a screen shot from your banking app.*

Person's name			
Bank name			
Bank account number for reimbursement:			
	<div></div>	<div></div>	<div></div>